

# **EXHIBIT J**

COPPER AND BRASS SALES, INC.  
CHICAGO BRANCH

DATE: 07/10/07

MEMO TO: Eluterio Herrera

SUBJECT: Letter of Counsel Reference

**This letter of counsel is to inform you that you were not wearing your safety gear this morning 7/10/07. You are advised to wear the Safety gear at all times during your work hours.**

**Further incidents of this nature may result in disciplinary action up to and possibly including discharge.**

\_\_\_\_\_  
Management

Employee

Witness

Copy: File  
Employee

\_\_\_\_\_  
*Sent Dep Ex #19*

## EMPLOYEE REPORT FORM

DATE 10/4/07

NAME ELUTERIO HERRERA

SHIFT 3RD

COMMENTS WO'S 457976 & 457983 LABELS WERE SWITCHED INADVERTENTLY CAUSING MISSED DELIVERIES AT EACH CUSTOMER LOCATION ON 10/3/07 AND LATE DELIVERIES ON 10/4/07. EACH WO WAS KEYPUNCHED WITHIN SECONDS OF EACH. CARE MUST BE TAKEN TO ATTACH THE CORRECT LABEL TO THE CORRECT MATERIAL.

### EMPLOYEE'S STATEMENT:

☐ I AGREE WITH STATEMENT

☒ I DISAGREE WITH STATEMENT

RULE VIOLATION CATEGORY A - REPETITIVE ERRORS IN PROPERLY FILLING WORK ORDERS

☒ ORAL WARNING

☐ SUSPENSION \_\_\_\_\_ DAYS

☐ WRITTEN WARNING

☐ DISCHARGE

Eluterio Herrera  
EMPLOYEE SIGNATURE

Mark D. M.  
SUPERVISOR SIGNATURE

[Signature]  
STEWARD SIGNATURE

White - Office Copy

Pink - Supervisor Copy

Blue - Employee

Canary - Union Copy